



Date: Sept 1, 2014
Closure Date: September 29th, 2014
Position Title: Program Manager
Salary: Starting at \$18,368 annually plus benefits

Position Announcement

The United States Peace Corps program in Timor-Leste seeks a qualified and motivated candidate for the following full-time position: **Program Manager**

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Timor-Leste to be assigned to Districts to work with communities on development projects. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The **Program Manager** will work as a member of the Administrative Unit supporting the entire Peace Corps Timor-Leste Program working under the direct supervision of the Director of Programming and Training duties include:

- Research and analyze program opportunities in the sector to further develop and diversify the program and its aims of designing programs relevant to the needs of Timor-Leste.
- Develop and maintain a network of contacts in the sector and serve as liaison with Timor-Leste host agencies.
- Develop and conduct experiential technical training programs and workshops.
- Maintain professional relationships with Volunteers and other professional contacts.
- Produce and maintain program documentation including a project plan, monitoring and evaluation systems, site reports, volunteer assignment descriptions, and public outreach materials.
- Travel extensively throughout Timor-Leste to visit host organizations and volunteers to develop and assess suitability of volunteer placements.
- Serve as a technical and cultural consultant providing support, training, and guidance in project design, management, and community development.

Mandatory Qualifications

Education: University Degree required, preferably in business or management.

Professional Work Experience: Minimum 5 years experience working in related fields, such as international program administration, education, community development and training.

Language: Level 4 (fluent) in speaking, reading, writing and understanding English and Tetum is required.

Knowledge & Skills:

- A working knowledge of the Timor-Leste educational system, government structures, ministry activities and initiatives.
- Demonstrated abilities to maintain professional networks of contacts with organizations and/or government officials through personal contact and correspondence.

- Demonstrated abilities in supervision, management, monitoring and evaluation. Experience counseling or providing feedback to others.
- High quality written composition and translations skills
- Demonstrated abilities in strategic planning and project design and management.
- Training design and facilitation experience utilizing experiential, adult-education methodologies.
- Experience working in a cross-cultural setting as a part of an intercultural team
- Excellent interpersonal communication and organizational/time management skills.
- Demonstrated willingness and effectiveness working cooperatively in teams.
- Excellent computer skills

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications, CV by e-mail to easttimorpc@peacecorps.gov Please state in the subject line of the email: Application for Program Manager.

The Peace Corps is an equal opportunity employer. Closing date: applications must be received no later than September 29th, 2014 to be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.